

## **Exhibit A**

### **Other Consultant Personnel Position Descriptions**

Staff Augmentation positions and job descriptions. - The following roles can be combined, can be subcontractors (unless otherwise identified), or can be an employee of the PMSC Prime firm.

**Senior Communications and AEDP Coordination Manager.** This role is expected to support enterprise-level communications lead by AUS's Public Information Office (AUS PIO) staff. Tasks may include managing a local or virtual teams that produce graphics designs, branding, strategic planning, and tactical communications for the AEDP, including support for monthly newsletters, public outreach events and other activities to support the Program, DOA, and City's Public Information Office (PIO). Required qualifications include a minimum of seven (7) years' experience providing the majority of the following:

- Working on large-scale capital programs, especially dealing with the communication of coordinated construction logistics/activities to both internal and external AUS stakeholders
- Strategic communications dealing with external Program stakeholders to support the enterprise-level AUS PIO strategic message
- Coordinating branding, messaging, and construction/logistics wayfinding to support both technical and environmental graphic communications, including coordination with graphic designers and strategic communications consultants
- Supporting external, public-facing community outreach planning and implementation meetings/events, as needed
- Supporting external Vendor/Construction Labor Outreach Initiatives, as needed
- Managing Program Marketing/Public Relations initiatives, as directed by the AUS PIO
- Managing construction messaging/signage/graphic design/branding for a large-scale capital program, airport preferred
- Supporting social media and website content administration
- Managing public outreach events, meetings, stakeholder engagement sessions, etc.
- Preferred qualifications includes recent communications experience managing key groups, including:
  - Small, Minority, and Women-Owned Business Liaison
  - Internal Program Communications (AEDP Participants)
  - Stakeholder-Specific Reporting and Communications (AUS Staff, Tenants, and Airlines)
  - Organizational Communications (City Departments and City Council)
  - External Community Outreach (Neighborhood, Central Texas, and State)

**Project Manager.** Will supervises Office Engineers, Project Coordinators, Project Analysts, Inspectors and/or others to deliver a specific project or set of tasks on-time and within budget. This role may be combined with the Construction Manager based on the coordinated needs of the Program.

Minimum qualifications, include:

- Minimum of five (5) years managing large-scale capital projects, including the construction of complex, high value capital improvement programs
- Aviation and/or airport experience acting as a project manager or construction manager required

- Proven record meeting deadlines and communicating project status
- Managing Office Engineers, Project Coordinators, Project Analysts, and/or Other Staff needed to deliver the project on-time, on-budget, and within specifications

Preferred qualifications include experience:

- Supporting project plans that identify resource and budgetary needs  
hosting project meetings at least once a week with team and managers
- Providing feedback, advice, project updates and encouragement to team members
- Coordinating with contractors, vendors and suppliers as needed
- Leadership qualities including conflict-management and effective communication, are required

**Office Engineer.** Will serve as the focal point for all matters relating to the estimating, planning/scheduling, cost control, document control, change management and scope/change control for allocated projects and within the business and provide recommendations to the Project Manager(s).

Minimum qualifications include:

- Minimum of five (5) years supporting the development and construction of large-scale capital projects.

Preferred qualifications include experience:

- With Aviation and/or airports.
- With project management software systems to input, track and report on project management processes.
- Resolving issues and provide consistency between the estimating, planning/scheduling, cost control, and scope/change control functions and deliverables.
- Developing and forecasting staffing plans and cost projections for specific projects.
- Interacting with project controls, accounting, and scheduling staff from other agencies and firms.
- Developing and preparing project control reports with corrective action plans when required.
- Assisting in the development of project controls dashboards and reporting methods.
- Managing and coordinating work for project controls team, covering scheduling, document control, estimating, risk management and change management.

**Cost Engineer.** Will be responsible for preparing timely and quality monthly cost/EVMS reporting deliverables.

Minimum qualifications and preferred qualifications include:

- Minimum of five (5) years supporting project controls and cost engineering for large-scale capital projects, including the development and construction of complex, high value capital improvement programs.

Preferred qualifications include experience:

- Directly interfacing with management as necessary to coordinate cost control monitoring, validation, analysis, and reporting.
- Providing timely support to project financial reporting and trending functions.
- Providing accurate financial, cost reporting, trending analysis and recommending corrective actions.
- In cost analysis, development, and presentation of cost/EVMS presentation to support management reviews.
- Reviewing potential changes against project scope and execution plans and analyzing cost and schedule impact of scope changes and trends.
- Working with the project team to establish Cashflow (Spend) plans and forecast.

**Program Coordination Manager.** The Program Coordination Manager role for the AEDP will primarily support the day-to-day activities of the overall AUS Program Governance as a part of the AUS Executive Leadership Team. Primary responsibility to manage and coordinate AUS' Program Governance process, meetings, and internal business assurance at the enterprise level – external affairs, commercial/properties, financial and legal.

- Manage and communicate executive management communications and updates across the AEDP
- Track and analyze AEDP program-level performance metrics/indicators for executive leadership
- Assist with ongoing projects, including creating presentations, performing data mining to support decision making, and editing AUS Program Governance standards and procedures
- Coordinate meetings with executive leadership and pertinent AEDP teams/groups
- Highly organized with exceptional attention to detail. Capable of maintaining a strong sense of urgency and problem-solving skills, including adapting to changing priorities
- Work cross-functionally within the organization to drive AUS Program Governance milestones, approvals, and/or project milestones.
- Must maintain strict confidentiality standards
- The role will most likely grow with the PMSC team over time.

Minimum qualifications and preferred experience include:

- Minimum of five (5) years of executive administrative support,
- Bachelor's degree required

Preferred qualifications include experience:

- working within the design and construction industry

### **'General' Other Personnel.**

On occasion, AUS may require personnel or specialized knowledge skills, or abilities that were not specifically contemplated in the solicitation. The following 'General' categories of staff augmentation may be requested by the City in writing to support Airport operations. Specific requirements for the Other Personnel Positions will be provided at the time of task assignment.

- 'General' Executive Leadership. Minimum 20 years of relevant experience in Airport administration, policy, or development. AUS may require strategic executive support to make progress on certain high-level elements. The PMSC may be asked to provide strategic oversight and advice and options on various topics, including executive staff augmentation to support the Airport's vision, mission, and culture.
- 'General' Senior Managers. Minimum 15 years applicable management experience at an airport managing similar size and scale of tasks.
- 'General' Managers. Minimum 10 years of directly related experience managing supervisors. Project Manager/Construction Manager/Controls Manager.
- 'General' Supervisors. Minimum 5 years of experience supervising front-line employees in a similar situation.
- 'General' Technical Experts. Minimum 7 years of airport or major construction program experience in their field of expertise.
- 'General' Project Analysts/Project Coordinators. Minimum 5 years of experience in a design and construction cost estimating, program documentation, construction budgeting, schedule analysis, invoice reconciliation, or process management. Airport development experience preferred.